Rotary Club of Evansville
2027 Public and Private / Parochial School Classroom Enrichment Grant Application Instructions

Background

Note: These instructions are intended to guide you as you submit classroom grant application forms for both public and private / parochial classroom grants as the processes are identical. However, the images will show the private / parochial form. The public form will behave the same way.

Note: All eligible schools for both public and private / parochial classroom enrichment grants mush be located in Vanderburgh County.

These instructions are intended as documentation for both the public and private / parochial applications forms for the 2027 classroom enrichment grants.

The 2027 School Classroom Enrichment Grants are offered through the Rotary Club of Evansville IN.

Level I grants: Up to $750 (Single classroom project) Limit one (1) request per applicant.
Level II grants: Up to $1500 (Collaboration of 2 or more teachers from multiple classes, grade levels, or schools) **A limit of two (2) Level II grants may be submitted per school. There is no limit on the number of Level I grants per school that may be submitted.**

The primary objectives of these grants are to encourage innovative and creative instructional activities that will enrich the educational experience of students; to impact as many students as possible; to put funds into the hands of teachers which would not ordinarily be available; and to give teachers as much flexibility as possible.

The Education Grant Committee **encourages** the following:

- Activities that are truly creative and original
- Collaborative efforts among teachers within or between schools (Level II grants **must** reflect collaboration between teachers from two or more classes, grade levels or schools, in order to be considered).
- Projects that demonstrate long-term educational benefits
- Projects that are manageable and achievable in the upcoming school year
- Projects that will credit the two granting organizations.
- Projects that teach or promote values (i.e., respect, caring, honesty, responsibility)

The Education Grant Committee **discourages** the following:

- Funding transportation and travel
- Refreshments or incentives (e.g., meals, t-shirts, prizes)
- Purchasing equipment and supplies which should ordinarily be supplied by the school.
- Requests for equipment not directly related to a specific academically based project.
- Projects in which our funding plays a minor part.
- Projects with the largest portion of the budget devoted to non-academic materials.
- Funding for salaries (Stipends for after-school or training activities may be considered.)

Selection Process

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Deadline for Application: Applications must be received electronically by Saturday**, January 30, 2027, at 10PM.** Late applications will not be accepted. A confirmation email will be sent out to you upon receiving applications.

Selection of recipients will be made by a committee comprised of representatives of the granting entity. Notification of the awards will be made by the first week of April 2027**,** with funds distribution following selection, targeted in early May (specific date TBA).

For more information or if you have any questions about the application process, please contact the Evansville Rotary Club at info@evansvilleroary.com.

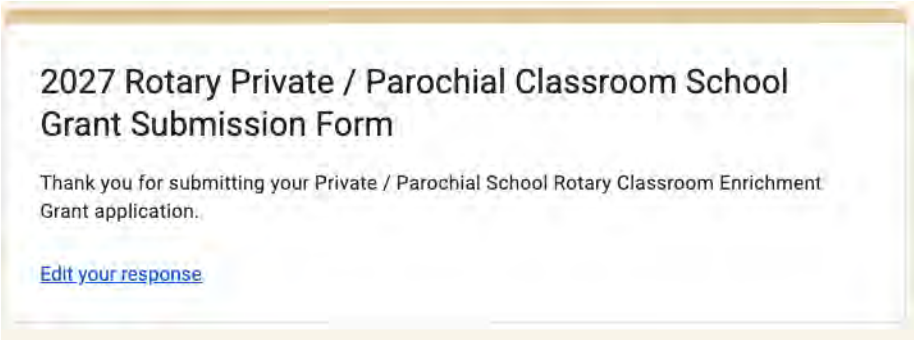
Instructions for Submitting and Application

To submit an application, click either the Public or Private / Parochial Classroom Grant application form link on www.evansvillerotary.com which will take you to the online application form.

Best Practices for Submitting online grant applications:
The Rotary Classroom grant application form uses Google Forms that have specific requirements.

- Once you submit an application form you can go back and edit it via a link as long as you do not close the browser tab for that form. Once you close the browser tab, you cannot go back into the form. To ensure that you enter information correctly the first time, here are some best practices for preparing data and submitting the Classroom Grants application form:
    1. Review the fields shown below in the **"Classroom Grant Form Fields"** section of this document to identify the fields that you will have to fill in when you launch the Rotary Classroom Grant application Google Form.
    2. Type the responses (especially long detailed responses) to the questions that will go into the form fields for the grant application questions into a word processor such as MS Word or Google Docs.
    3. Take the necessary time to review and edit your responses as needed in the word processor.
    4. Once you have your final edited responses, click on the link on the website to launch the Rotary Classroom Grant application Form.
    5. Copy and paste your Classroom Grant application responses from the word processor into the Google Form and submit the form.
    6. Before closing the browser tab, review and compare your responses in the word processer and in the Google Form one more time so that for accuracy. If you need to make any final edits, click the "Edit your response" link in the picture below prior to closing the browser tab:

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7. Once you are completely satisfied with your responses, close your browser tab.

By taking these steps, you will be able to thoroughly review your answers before accessing the Google Form. Once you submit the form and close the browser tab, the answers can no longer be modified.

Classroom Grant Form Fields:

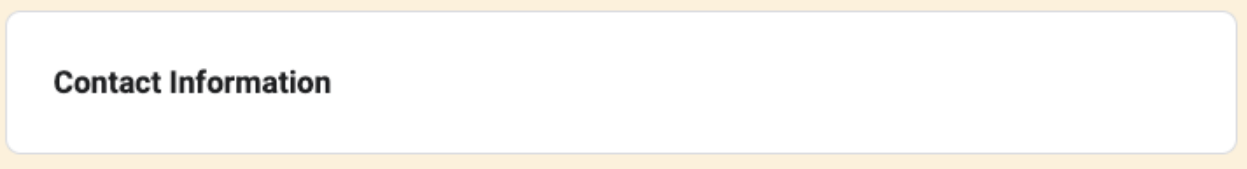
The application form is divided into three sections:
1. Contact Information
2. Project Funding
3. Project Details

To fill out the form:
1. Complete section 1 and click "Next" at the bottom of the form
2. Complete section 2 and click "Next" at the bottom of the form
3. Complete section 3 and click "Submit" at the bottom of the form

Note: The red asterisk (*) next to a question on the form indicates that question is required.

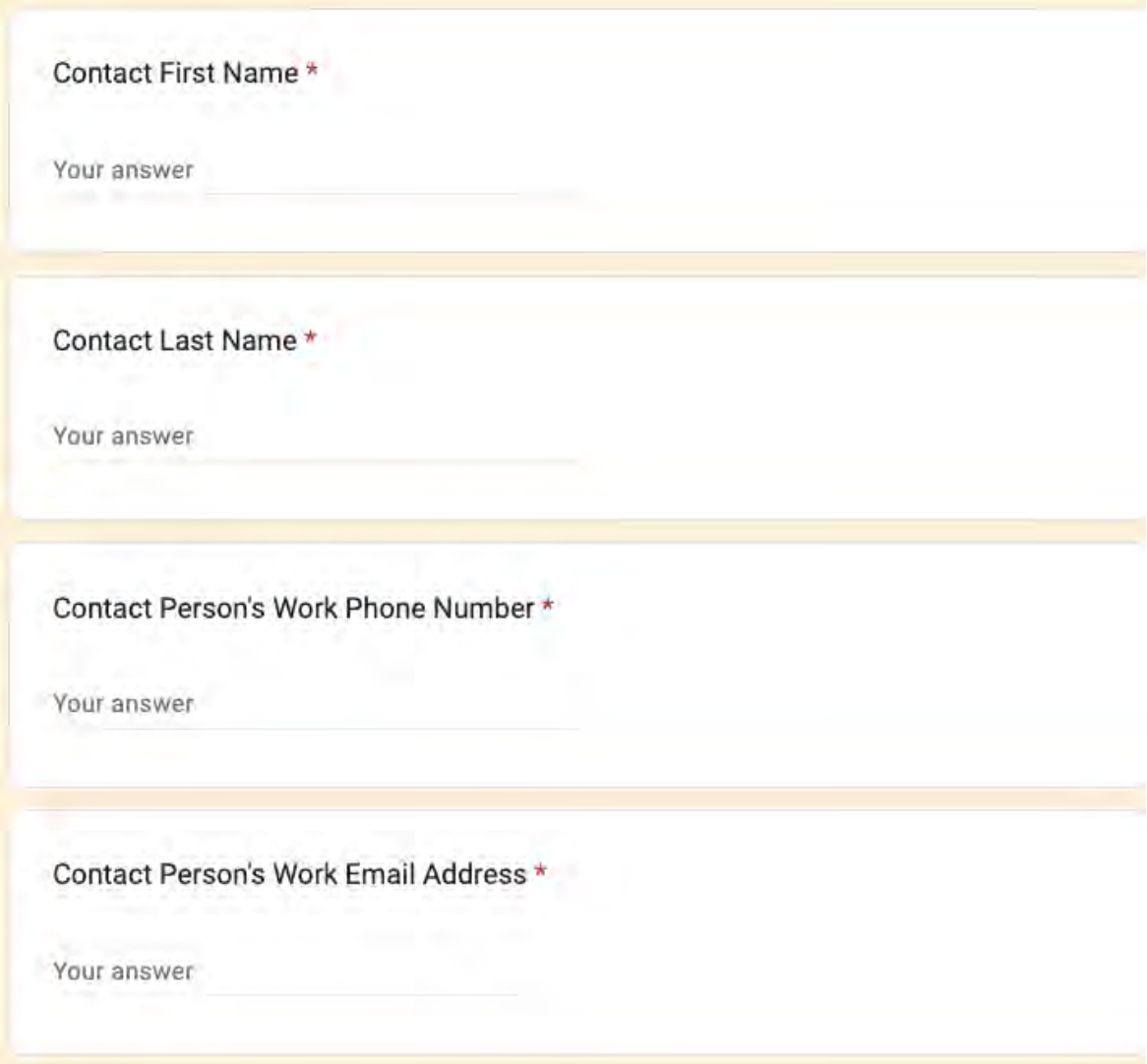
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Section 1 – Contact Information:



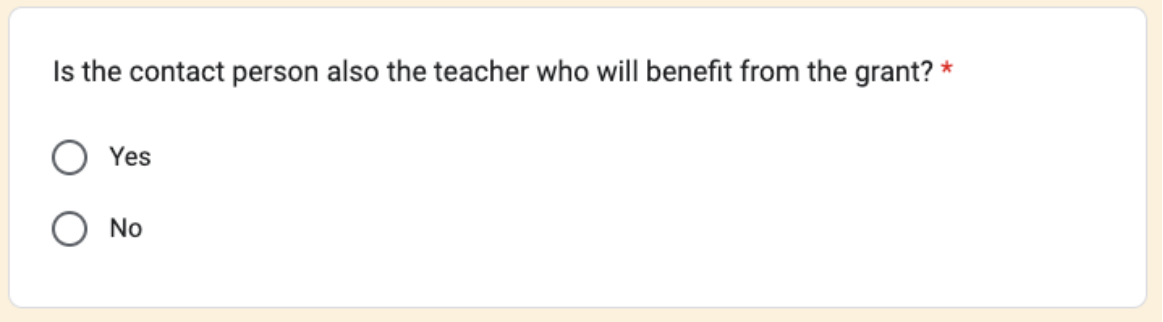
This section asks for general information about the applicant(s).

Enter your first name, last name, contact person's work phone number and contact person's email address.



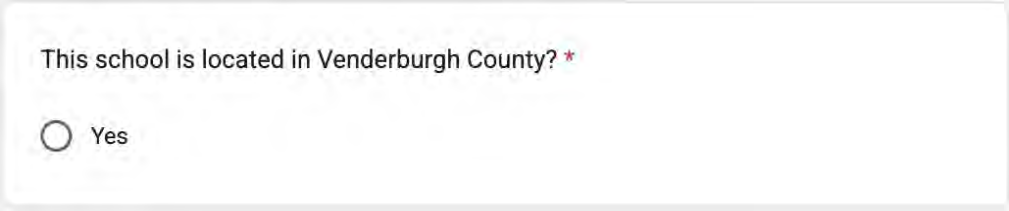
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Indicate whether or not the contact person is the teacher who will benefit from the grant.



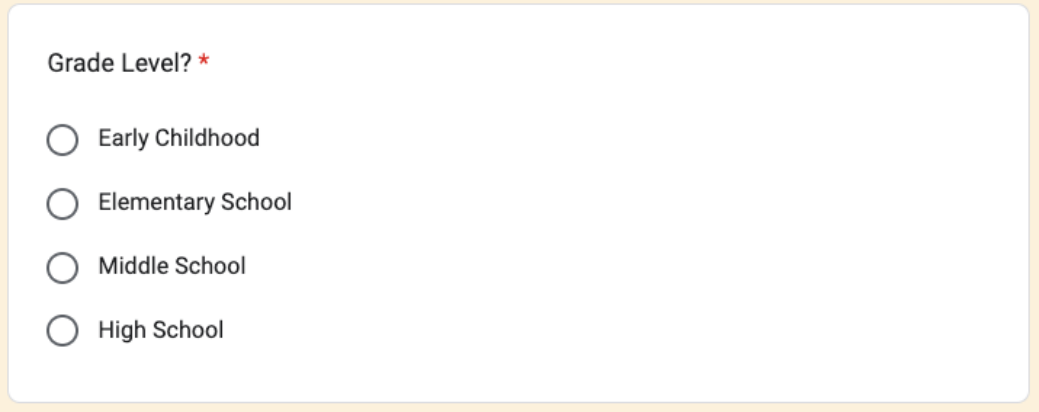
Enter the school name, address, city, state and zip code. Also verify that the school is located in Vanderburgh County.



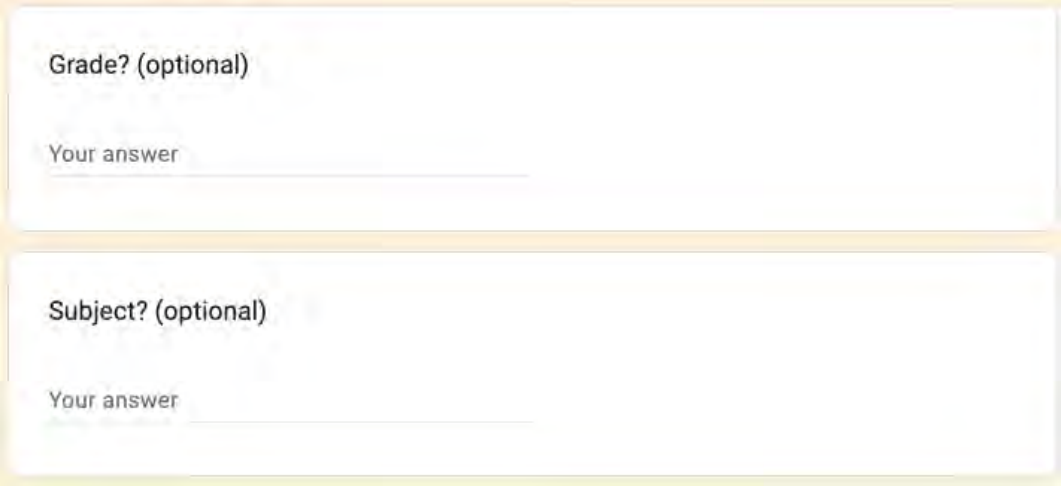


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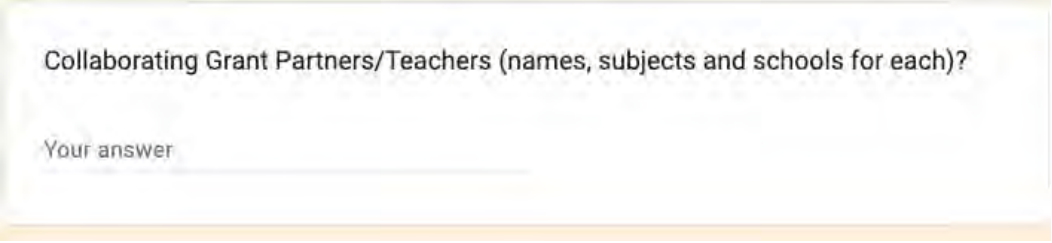
Select the grade level for the grant.



Optionally, enter the grade and subject for the grant.



If there are any partner(s) or teacher(s) collaborating with you on this grant, please enter their name(s), subject(s) and school(s) (this field is optional).



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This is the end of the "Contact Information" section of the form. Click "Next" to proceed to the "Project Funding" section.

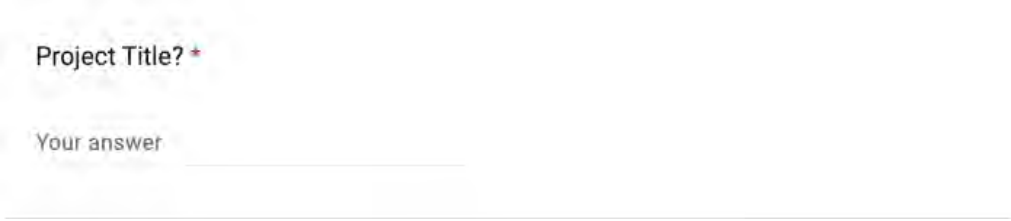


Section 2 – Project Funding Information:



This section requests information about project funding.

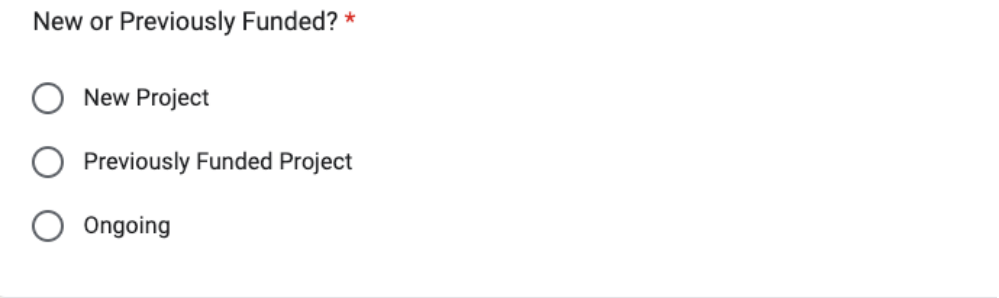
Enter the title of your project.



Enter the amount of funds requested for your project (up to $1,500).

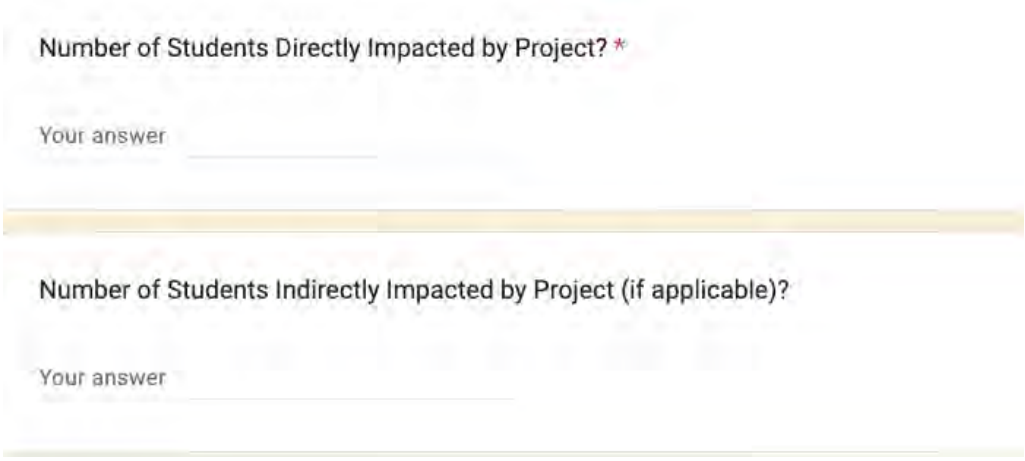


Indicate previous funding status for the project (new project, previously funded project or ongoing project).

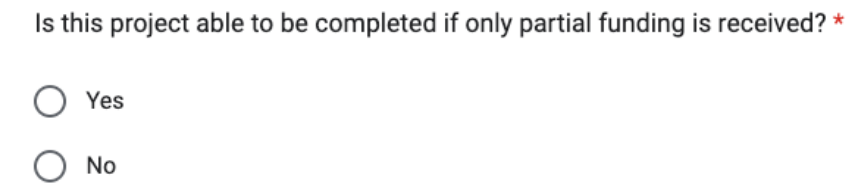


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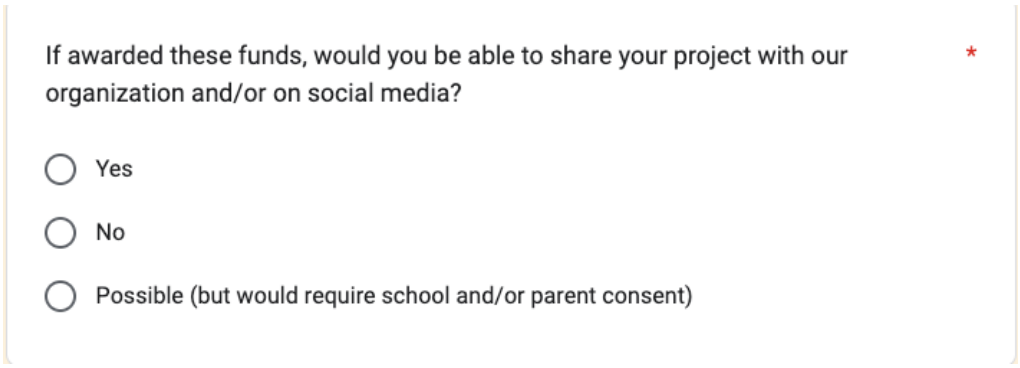
Indicate number of students directly and indirectly affected by the project. The number of students directly impacted is a required question.



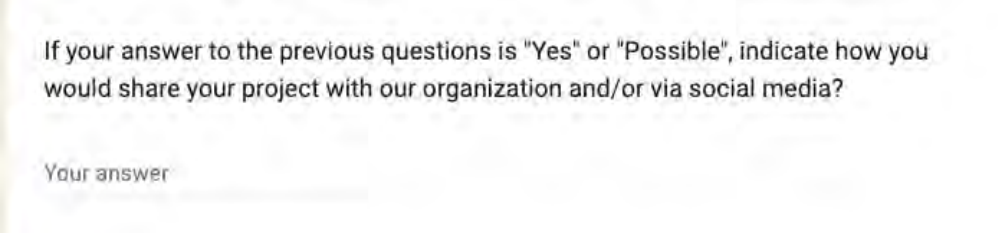
Indicate if the project can be completed if only partial funding is received.



Indicate if you would be able to share your project with our organization and/or on social media.



Optionally indicate how you would share the project with our organization.



You have now reached the end of the "Project Funding" section. Click "Next" to proceed to the "Project Details" section and click "Back" if you wish to go back to the "Contact Information" section.

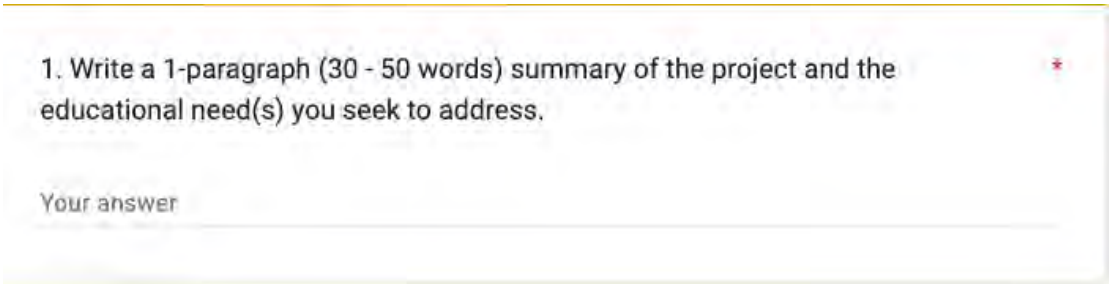


Section 3 – Project Details Information:

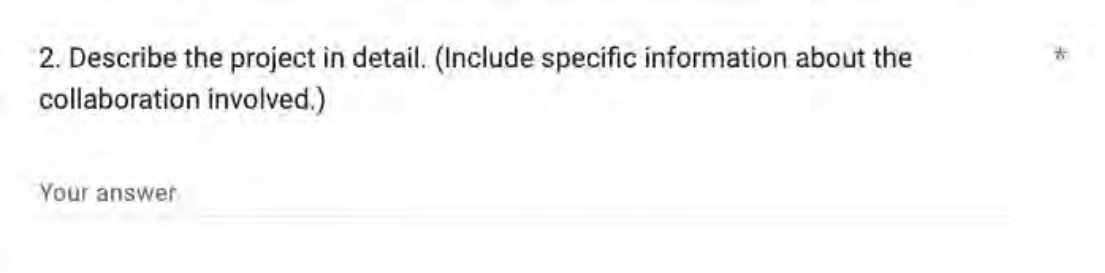


This section requests detailed information about the project.

Give a short description of the project in 30 – 50 words.

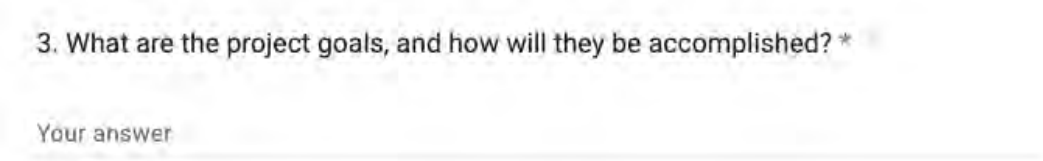


Provide a detailed description of the project.

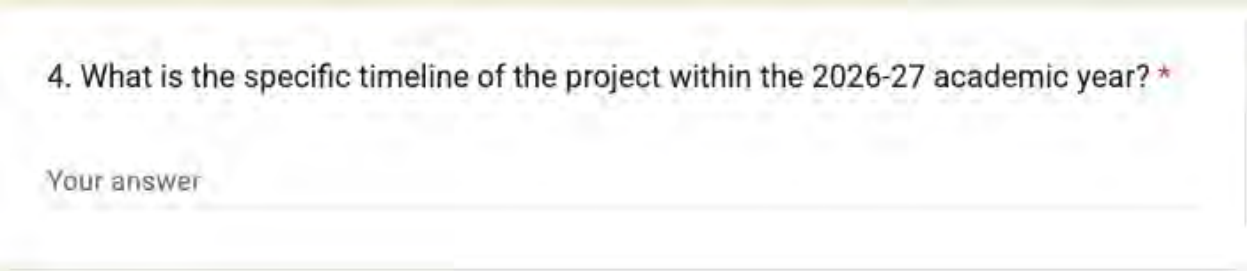


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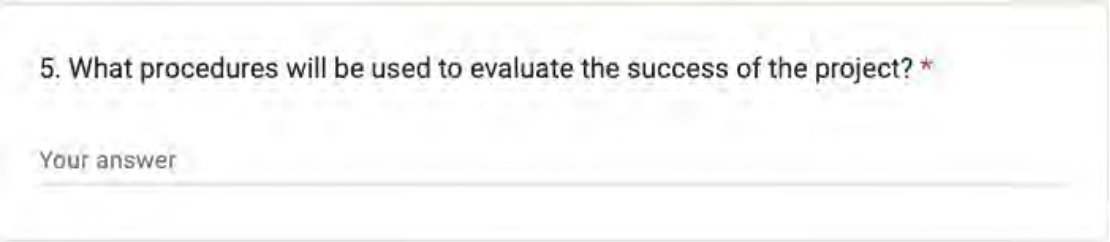
Describe project goals.



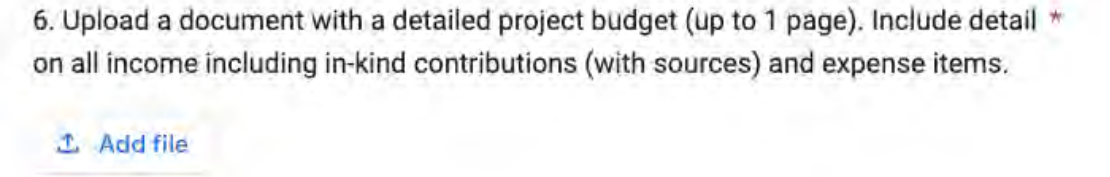
Describe the timeline of the project during the upcoming academic year.



Describe how project success will be evaluated.

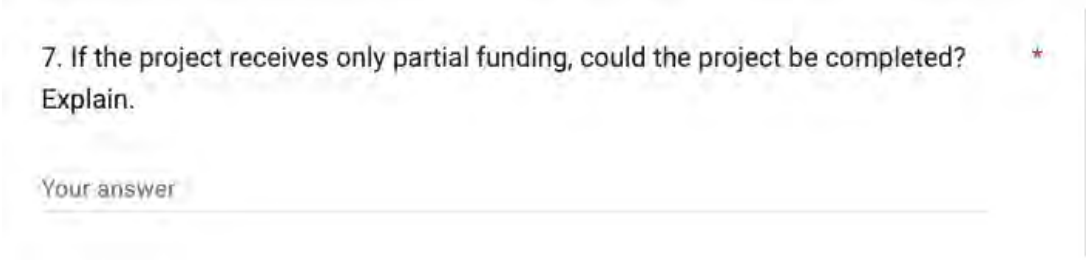


Upload a document containing your budget. This is a required upload. (To upload a file from your local device, click "Add File" and then click "Browse" within the popup window. Select your file and it will automatically be uploaded.)

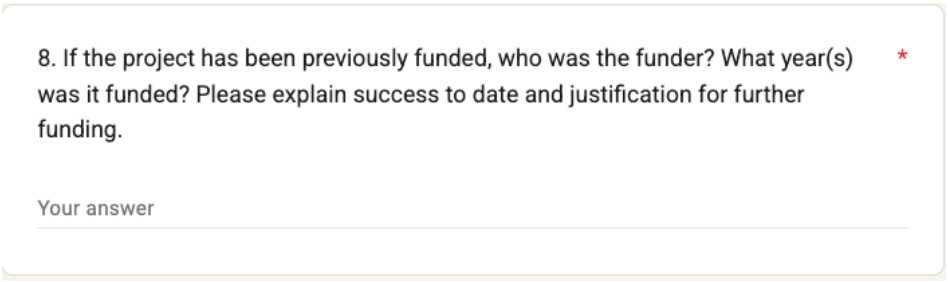


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Describe how the project will be executed if only partial funding is received.



Describe any previous funding the project has received.



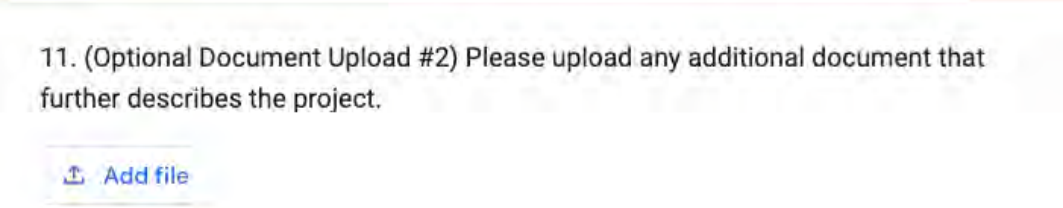
Describe if and how the Evansville Rotary Club will be recognized if you receive the grant.



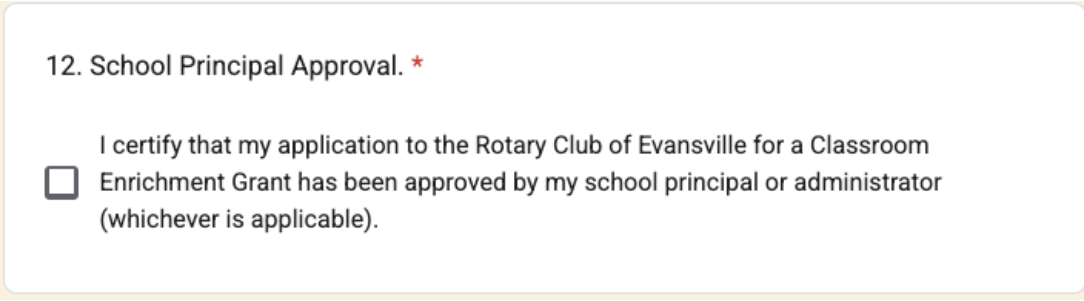
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There are two optional file upload questions that allow you to upload additional materials for the grant reviewers.





Before submitting the form you have to certify that your application has been approved by your school principal or an administrator.



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When you have completed the application and reviewed it thoroughly, click the "Submit" button.



You will see the following displayed:



If you need to make any final changes, you can click the "Edit your response" link above, make any additional changes and resubmit. However, once you close the browser tab for this form, your submission is final.

If you wish to submit an additional application, the "Submit another response" link will allow you to do so. When considering submitting another application, please be aware of the classroom grant application rules related to maximum number of applications allowed.

If you have any questions about the process of submitting classroom grant applications or about the form, please contact the Evansville Roary Club at info@evansvillerotary.com.